

OFFICE OF STAFF				OFFICE CODE NO.	APPROVAL DATE	CONTROL NUMBER	PAGE	OF	PAGES		
DDI - OFFICE OF RESEARCH AND REPORTS				P	1 APR 1965	330	1	1	1		
DELETIONS				ADDITIONS							
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	REMARKS			
DEPARTMENTAL OFFICE OF THE ASSISTANT DIRECTOR ADMINISTRATIVE STAFF <div style="background-color: black; width: 100px; height: 1em; margin-top: 5px;"></div>				Same as DELETION side							
Adm. Assistant	GS-09	1613 (1)	SP	Adm Assistant	GS-0341.02-09	1613 (1)	SP	C	0441ED		
Current Ceiling - <div style="background-color: black; width: 50px; height: 1em; display: inline-block;"></div> 30 22				Per memorandum request from Chief, Administrative Staff, O/DD/I, dated 25 March 1965.						<i>checked by [signature] 4/2/65</i>	
STAFFING COMPLEMENT TOTALS				APPROVAL							
No change in totals as of 26 March 1965.				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY. <div style="background-color: black; width: 100px; height: 1em; display: inline-block;"></div> Chief, Salary and Wage Division <div style="background-color: black; width: 50px; height: 1em; display: inline-block;"></div>							
STAFFING COMPLEMENT CHANGE AUTHORIZATION											

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SF

(When Filled In)

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OFFICE OR STAFF				OFFICE CODE NO.	APPROVAL DATE	CONTROL NUMBER	PAGE 1 OF 2 PAGES	
DELETIONS ORGANIZATIONAL UNIT AND POSITION TITLE GRADE POSITION CONTROL AND NUMBER SD				ADDITIONS ORGANIZATIONAL UNIT AND POSITION TITLE OCCUPATIONAL CODE AND GRADE POSITION CONTROL AND NUMBER SD REMARKS				
OFFICE OF CENTRAL REFERENCE (C# 306) OFFICE OF THE ASSISTANT DIRECTOR ADMINISTRATIVE STAFF BUDGET AND FISCAL BRANCH				Same as DELETIONS side				
Budget Fiscal Of (Ch)	GS-13	1596 (1)	ID	✓Budget Fiscal Of (Ch)	GS-0510.11-13	1596 (1)	SF	C 0841EA
Budget Officer	GS-11	922 (1)	ID	✓Budget Officer	GS-0560.01-11	922 (1)	SF	C 0841EA
Finance Assistant	GS-09	1597 (1)	ID	✓Finance Assistant	GS-0510.16-09	1597 (1)	SF	C 0841ED
NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER OFFICE OF THE ASSISTANT FOR ADMINISTRATION MANAGEMENT SERVICES STAFF (C# 303) BUDGET AND FINANCIAL ANALYSIS BRANCH				Same as DELETIONS side				
Budget Fiscal Of (Ch)	GS-13	264 (1)	IP	✓Budget Fiscal Of (Ch)	GS-0510.11-13	264 (1)	SF	C 0441EA
Budget Fiscal Of	GS-12	209 (1)	IP	✓Budget Fiscal Of	GS-0510.11-12	209 (1)	SF	C 0441EA
Budget Assistant	GS-09	267 *1	IP	✓Budget Assistant	GS-0560.02-09	267 *1	SF	C 0441ED
OFFICE OF RESEARCH AND REPORTS (C# 308) OFFICE OF THE ASSISTANT DIRECTOR ADMINISTRATIVE STAFF BUDGET AND SERVICES SECTION				Same as DELETIONS side				
Adm Officer	GS-12	1418 (1)	IR	✓Adm Officer	GS-0341.03-12	1418 (1)	SF	C 0441EA
Budget Assistant	GS-09	964 (1)	IR	✓Budget Assistant	GS-0560.02-09	964 (1)	SF	C 0441ED
Adm Assistant	GS-09	1613 (1)	IR	✓Adm Assistant	GS-0341.02-09	1613 (1)	SF	C 0441ED
STAFFING COMPLEMENT TOTALS				APPROVAL				
				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.				
				SIGNATURE _____ TITLE _____				
STAFFING COMPLEMENT CHANGE AUTHORIZATION								


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OFFICE OR STAFF				OFFICE CODE NO.	APPROVAL DATE 16 MAR 1965	CONTROL NUMBER	PAGE 2 OF 2 PAGES	
DELETIONS				ADDITIONS				REMARKS
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	
OFFICE OF OPERATIONS (C# 302) [REDACTED] FOIA b3b DEPARTMENTAL ADMINISTRATIVE STAFF BUDGET, FINANCE AND SERVICES UNIT				Same as DELETIONS side				
Budget Officer	GS-11	1013 (1)	IOB	Budget Officer	GS-0560.01-11	1013 (1)	SF	C 0141EA
STAFFING COMPLEMENT TOTALS				APPROVAL				
				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.				
				SIGNATURE _____ TITLE _____				

STAFFING COMPLEMENT CHANGE AUTHORIZATION

TRANSMITTAL SLIP		DATE
TO: Director of Finance		
ROOM NO. 203	BUILDING South	
REMARKS:		
<p>Mr. </p> <p>Please check these carefully on SF position <i>[Signature]</i></p>		
FROM: Executive Officer to the DD/S		
ROOM NO. 7D24	BUILDING HQ	EXTENSION 6535
<p>FORM NO. 241 1 FEB 55</p> <p>REPLACES FORM 36-8 WHICH MAY BE USED.</p> <p>☆ GPO : 1957-O-439445 (47)</p>		

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8 MAR 1965

MEMORANDUM FOR : Chief, Administrative Staff, Office of the DD/I

SUBJECT : Redesignation of Support Positions

REFERENCE : Memo dtd 15 Nov 64 to ExDir-Compt and Dep Directors
in DDCI, subj: Staffing Support Positions

1. Agreement has been reached in accordance with the provisions in reference to change the service designation of the following positions in DD/I as indicated:

a. To S (Support)

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O/DD/I/Admin Stf	Admin Off	GS-15
O/DD/I/Admin Stf	Admin Off	GS-12
OCI/Admin Stf	Admin Off (Ch)	GS-13
OCI/Admin Stf	Admin Off (DCh)	GS-12
OO/CD/Admin Stf	Admin Off	GS-13
OO/CD/Admin Stf	Admin Off	GS-11
OO/CD/Admin Stf	Admin Asst	GS-09
OO/	Admin Off (DCh)	GS-13
OO/	Admin Asst	GS-11
OO/	Admin Asst	GS-11
OO/	Admin Asst	GS-11
OO/	Admin Asst	GS-11
OO/	Admin Asst	GS-09
OO/	Admin Asst	GS-09
NPIC/Support Stf	Admin Off (Ch)	GS-14
CSG/O/Chief	Admin Off (Ch)	GS-12
ONI/O/Asst Dir	Admin Off (Ch)	GS-11
ONI/O/Asst Dir	Admin Asst	GS-09
OCR/O/Asst Dir	Admin Off (Ch)	GS-14
OCR/Admin Stf	Adm Ser Off	GS-12
OCR/Admin Stf	Adm Ser Asst	GS-09
ONE/O/Asst Dir	Admin Off	GS-12
ONE/Admin Stf	Admin Off (Ch)	GS-15
ONE/Admin Stf	Admin Off (DCh)	GS-14

b. To SF (Finance)

FOIAb3b1

[REDACTED]	Budget Off	GS-11
NPIC/B&F	B&F Off (Ch)	GS-13
NPIC/B&F	B&F Off	GS-12
NPIC/B&F	Budget Asst	GS-09
OCR/Admin Stf	B&F Off (Ch)	GS-13
OCR/Admin Stf	Budget Off	GS-11
OCR/Admin Stf	Finance Asst	GS-09
ONR/Budget	Admin Off	GS-12
ONR/Budget	Budget Asst	GS-09
ONR/Budget	Admin Asst	GS-09

c. To SL (Logistics)

NPIC/Log	Adm Ser Off	GS-12
NPIC/Log	Contract Sup Asst	GS-09

d. To SP (Personnel)

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OCI/Admin Stf	Admin Off	GS-11
[REDACTED]	Personnel Off	GS-11
OCR/Admin Stf	Personnel Off	GS-12
OCR/Admin Stf	Personnel Off	GS-12
ONR/Admin Stf	Personnel Off	GS-12

e. To ET (Training)

NPIC/Support Stf	Trng Off (Ch)	GS-13
NPIC/Support Stf	Trng Off	GS-12
ONR/Admin Stf	Trng Asst	GS-09

2. Decision has been reserved on five positions identified by the Salary and Wage Division, Office of Personnel as being administrative in nature, since your office has not concurred in changing their service designations. These positions are:

a. DD/I/Admin Stf	Asst to DD/I-Admin	SG
b. OCI/O/Asst Dir	IO (Gen) (Ex)	GS-15
c. OO/CD/O/Chief	IO (Gen)	GS-14
d. NPIC/Asst for Admin	Asst for Admin	SG
e. [REDACTED]	Admin Off (Ch)	GS-14

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3. The Salary and Wage Division, which initiated the survey that resulted in the identification of the positions listed above, also identified positions in certain other categories such as those involving courier functions and activities connected with records administration. We believe that further study of these categories of positions should be made before proposals for redesignation are acted upon--especially since there are within these groups many positions encompassing multiple functions, some of which are not in the administrative area. The Director of Personnel has been requested to initiate a study to determine the appropriate designation of positions in these categories.

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**Executive Officer to the
Deputy Director for Support**

cc: Director of Finance
Director of Logistics
Director of Personnel
Director of Training

REGISTRATION

W7B 10 10 15 AM '22

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		<input checked="" type="checkbox"/> CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]		ADP
2			
3	/		
4			
5			
6	[REDACTED]		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION	SIGNATURE
<p>Remarks: Memorandum from EO-DDS dated 8 Mar. 1965 showed position no. 1613, GS-09 Adm. Asst., ORR, to be transferred to SF Career Service. Form 261, Staffing Complement Change Authorization, was put through on 16 Mar. 1965*established this job as SF.</p> <p>Attached Form 261 dated 1 April changes the designation of that position from SF to SP per instructions from C/Adm. Staff, O-DDI dated 25 March 1965.</p> <p>[REDACTED] was in this job when the change was made and at that time believe a discussion was held with [REDACTED] re ORR objecting to this position being proposed for transfer to SF Career Service. Evidently ORR won.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Adm. Officer-O/Finance [Signature]			4/16/65
UNCLASSIFIED		<input checked="" type="checkbox"/> CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET

FORM NO. 2-61 237

Use previous editions

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